



# POSITION DESCRIPTION

## Facilities and Maintenance Officer

### POSITION OBJECTIVES

Work collaboratively within the Facilities & Maintenance team, and other staff to support the day to day operations of the College in a safe and presentable manner.

### KEY RESPONSIBILITIES

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Be responsible for the achievement of the College vision and goals</li> <li>• Contribute to establishing and maintaining a supportive school environment</li> <li>• Manage and uphold the St Kevin's image and brand with an emphasis on punctuality, appropriate language, personal appearance and consideration towards others</li> </ul>
<b>Facilities &amp; Maintenance officer</b>	<ul style="list-style-type: none"> <li>• Respond to maintenance requests received from the online reporting System MyMaintenance.</li> <li>• Contact for non-teaching deliveries to the campus</li> <li>• Assist staff with movement of deliveries received to their intended locations as required.</li> <li>• Be an additional point of contact with cleaning staff and supervisors and notifying cleaning issues</li> <li>• Basic repair and general maintenance to ensure that facilities are maintained in a safe and presentable condition at all times. The facilities include but not limited to playing fields, practice wickets, tennis courts, internal roads, walkways, signage, gutters, drains, carparks, pavilions, buildings and garden beds;</li> <li>• Basic repair and general maintenance to ensure that Essential Services requirements of the College are maintained.</li> <li>• Maintain the Workshop and workshop machinery and equipment.</li> <li>• Responsible for safe work practices including the correct usage, maintenance, servicing and storage of machinery, tools and equipment;</li> <li>• Use of online booking system and maintenance software.</li> <li>• Assist the Property Manager, Property Project Manager, Facilities and Operations Manager and/or Director of Finance &amp; Operations, in the coordination and fabrication of minor works projects.</li> <li>• Liaise with contractors for electrical, mechanical, plumbing and cleaning issues;</li> <li>• Contact person for all visiting maintenance contractors, meet them at sign in and ensure they set up and maintain a safe working environment when onsite, remain onsite and available to contractors for assistance and access around the campus until their departure.</li> <li>• Purchase and maintenance of inventories of recurrent items for use in the maintenance area.</li> <li>• Maintain Safety Data Sheets and other compliance requirements.</li> <li>• Working across multiple work locations, may be required to attend all campuses as directed.</li> <li>• Assist with moving of equipment &amp; furniture as required, including but not limited to teaching literature, marquees, BBQ's, staging, props &amp; sports equipment's.</li> </ul>
<b>Building and maintaining relationships</b>	<ul style="list-style-type: none"> <li>• Maintain open communication channels with the Facilities &amp; Operations Manager and the Facilities team.</li> <li>• Work collaboratively with the College Facilities and Grounds team.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> </ul>

## POSITION OBJECTIVES

Work collaboratively within the Facilities & Maintenance team, and other staff to support the day to day operations of the College in a safe and presentable manner.

## KEY RESPONSIBILITIES

	<ul style="list-style-type: none"><li>• Assist in the provision of a child-safe environment for students</li><li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li></ul>
<b>General Duties</b>	<ul style="list-style-type: none"><li>• Abide by the St Kevin's College Code of Conduct</li><li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li><li>• Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal</li><li>• Be available on call during the term break and other 'out of school hours' times for emergency situations that may arise</li><li>• Other duties as directed by the Property Manager, Property Project Manager, Facilities and Operations Manager and/or Director of Finance &amp; Operations. This may include working across other campuses.</li><li>• The College reserves the right to alter this position description as required to reflect emerging priorities</li></ul>

## SELECTION CRITERIA

<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li><li>• A demonstrated understanding of the mission and vision of the College</li></ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"><li>• A demonstrated understanding of child safety</li><li>• A demonstrated understanding of appropriate behaviours when engaging with children</li><li>• Be a suitable person to engage in child-connected work</li><li>• Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check</li></ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• First Aid certificate</li><li>• Anaphylaxis Awareness training</li><li>• Drivers licence</li><li>• Basic computer skills, managing emails, scanning documents</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Experience using a Facilities &amp; Maintenance system to receive and respond to maintenance requests</li></ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"><li>• Ability to work as part of a team with the ability to cultivate credibility, respect and honesty</li><li>• Presents a professional and positive demeanour and is a solution orientated person</li><li>• Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility</li><li>• Proven ability to think creatively</li><li>• Strong collaboration, conflict resolution, negotiation and persuasion skills</li><li>• Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities</li><li>• Ability and willingness to accept policy directives</li></ul>